



# Waste Free Fair - Event Guide

## About

A waste free fair is a community event showcasing zero waste products, providing advice and inspiration, and demonstrations to help people reduce, reuse and upcycle. The objective of the fair is to support members of your community to access achievable and practical ways to reduce their waste, in particular single-use plastics.

The best way to organise a waste free fair is to reach out to your community to find groups, businesses and individuals who are keen to get involved. Every community has a wealth of knowledge and energy to share to help make the event a success. It's a great way to showcase local businesses who stock good waste free products, community groups who work hard to help people reduce waste and local zero waste experts keen to share their knowledge.

## Ideas for stalls and activities

### *Things to learn/demonstrate*

- How to make honey wraps - instructions on [Live Lightly Facebook page](#)
- How to make produce bags from net curtains - instructions on [Plastic Free Wanaka website](#) (recruit a few sewers to run a sewing bee at the event).
- How to make toothpaste and other toiletries - recipes on [The Rubbish Trip website](#)
- Homemade cleaning products - lots of recipes online and on [The Rubbish Trip website](#)
- How to make a bag out of a t-shirt - lots of videos on youtube... [here's a simple one](#)
- Upcycling craft for kids and adults - so many ideas online
- Zero waste cooking demo - lots of ideas on the [Love Food Hate Waste](#) and [The Rubbish Trip](#) websites
- How to line your bin with newspaper - Michelle Dickinson (aka Nanogirl) has a [good one on youtube](#)

### *Things local businesses or groups could sell*

- |                                       |                                      |  |
|---------------------------------------|--------------------------------------|--|
| • Soap and shampoo bars               | • Reusable produce and shopping bags | • Waste free period products             |
| • Reusable straws                     | • Reusable coffee cups               | • Reusable nappies                       |
| • Bamboo toothbrushes and cotton buds | • Honey wraps                        | • Silk dental floss                      |
| • Bulk food staples (BYO containers)  | • Lunch boxes                        | • Wooden or stainless steel clothes pegs |
|                                       | • Wooden toys                        |  |

Please get in touch with any questions or for more advice: [plasticbagfreewanaka@gmail.com](mailto:plasticbagfreewanaka@gmail.com) or [sophie@wastebusters.co.nz](mailto:sophie@wastebusters.co.nz)

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## **More ideas**

Competition - run a guessing competition or a raffle. Guess how many plastic bags/coffee cups are used in your town, how much waste your town produces/recycles/sends to landfill) etc

Ask an expert - local zero waste gurus can provide advice on zero waste living

Local zero waste shopping guide - [The Rubbish Trip website](#) has shopping guides for many NZ towns

Toy or Tool Library - invite your local tool or toy library along to promote the sharing economy

Soup kitchen - homemade soup for KOHA (bring your own cup or source some from your local op shop - they may even loan them to you for the day for a donation)

Guessing competition or raffle - ask local businesses to donate

Repair corner - invite local repairer people along to fix - furniture, clothes, bikes, electrical items, jewellery

Zero waste workshops - if there's a good space at your venue you could schedule a few workshops for popular topics. eg honey wraps or produce bag making

Pledge Wall - a place for people to write a pledge to reduce their waste and someone to help them with tips and ideas for what they could do

## **Zero Waste Criteria**

It's a good idea to set some criteria for stallholders so that your event fits in with your ethos.

Here's a few "rules" you could think about including:

- All products sold or given away will align with the aim of the fair. Reusable products must be designed for ongoing reuse and be long-lasting.
- All stalls must focus on reducing waste and the top of the waste hierarchy - reduction and reuse.
- Stallholders need to be able to talk about the life-span of any products, what materials their product and packaging are made from and what should be done with them at the end of their useful life.
- Stallholders should show the community how the products offered make a positive shift from single-use plastics and wasteful practices.
- No single-use plastic (including silicon) may be displayed, given away or sold unless it's used as an example, or for upcycling.
- Products containing microfibres may not be sold or given away at your stall as they are a proven source of ocean contamination.
- Compostable packaging that needs an industrial composting facility to break down may not be brought to the event as there is no such facility in our district. Home compostable packaging is acceptable if it is clearly labelled. Please check with us if you plan to bring compostable packaging of either type.

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## Measure your success

Having a few key measures for success is a good way to attract funding for future events and to discover what worked well and what you do better next time.

- # attendees
- # stallholders and activities
- Feedback from attendees (feedback form, including how did you hear about it)
- Feedback from stallholders
- Media interest, social media engagement

## Skills and knowledge needed

To hold a successful event it's a good idea to think about the sort of skills and experience you need to have on your team. Here's a few ideas of the type of skills and experience that will be helpful:

- Event organisation and/or project management
- Zero waste experts - people who know their stuff
- Volunteer management
- Marketing and promotion
- Social media

## Steps to get organised

Concept and high level planning - decide your theme/focus and the types of stalls and activities you want to include, find a venue and confirm the date, recruit your team.

Work out costs and think about who could sponsor the event - as much as possible aim to get things donated or sponsored. Lots of businesses would love to be associated with such a positive event but it's good to make sure their values line up with yours. Costs may include venue and equipment hire, advertising, printing for posters and other resources, graphic design for posters and advertisements.

Get organising - approach local business and community groups and put the word out for people to get involved. Develop an event plan including marketing and promotions, a project timeline and a list of tasks and who will do them. Keep track of tasks as you go along to make sure nothing is forgotten.

Develop and gather resources - poster or adverts to promote the event, handouts and instructions for people to take away, prizes for competitions. Make a list of all the equipment and things you need to bring on the day.

Start promoting - contact local media and put out a media release, put up posters, create a Facebook event, post the event on local event pages. Make sure the event info is front and centre on your website. Email out to your networks and get people to share the event. Ask schools and other groups to include information about the event in their newsletters.

Confirm everything and recruit volunteers - visit the venue and make a map for where everything is going to go. Call out for volunteers and get them working on tasks. Confirm all your stalls and activities - email everyone to let them know the plan for the day. Make a run sheet for how the day is going to go.

Health and safety - event organisers (including volunteers) have a responsibility to ensure attendees are provided with the safest environment practicable. Writing a simple but thorough health and safety plan is a good way to think about what steps you need to take to ensure everyone goes home safe and sound. See next section for more information.

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Competition and prizes - source prizes from local businesses aligned with your ethos. Design a fun competition or raffle, you could even do a colouring competition for kids.

Keep promoting - post on social media to profile your activities and stalls. Use your networks and local media to get the word out. Contact the local radio station and see if they would do an interview. Send a reminder email a week out from the event. Confirm all stallholders and volunteers and let them know the plan for the day.

Run the event - get there early with plenty of time and people to set up and be ready before people arrive. Make sure someone is at the door greeting people as they arrive. Place KOHA jars around the venue for people to donate to help cover costs (or charge an entrance fee). Ask a volunteer to hand out feedback forms to attendees and stallholders and collect them up at the end.

Photos and videos - ask a local photographer (or friend who takes good shots) to take photos and videos.

Wrap up and debrief - contact local media and tell them how the event went. Make sure you can tell them how many people came and what the highlights of the event were, think about what people loved (have a look at the feedback forms for ideas). Get your team together to celebrate success and do a debrief thinking about what worked well and what you could do better next time.

Don't forget to personally thank everyone for being involved (email or gifts for extra special folk)

Start planning the next one!!

## Health and Safety Plan

The public has an expectation and a right to be safe at all public and private events. Event organisers (including volunteers) have a responsibility to ensure attendees are provided with the safest environment practicable.

The Health and Safety at Work Act requires that PCBU's take reasonably practicable steps to ensure the safety of staff, volunteers and participants.

The Occupiers' Liability Act 1962 requires event organisers to demonstrate a common duty of care to ensure that event visitors and users will be reasonably safe in using the premises for the purposes for which they have been invited or permitted to be there.

Make sure you do a health and safety plan detailing

- Roles and responsibilities of the team in relation to H&S
- Emergency Response preparations (e.g. first-aid qualifications, equipment and locations, evacuation exits and assembly points)
- What do do if someone gets injured
- An assessment of the risks and hazards for the event (cuts, burns, injury from lifting, slips, intoxication, food poisoning) and what steps you will take to mitigate the risk.

At the start of the event make sure you brief all volunteers and team members on the risks and hazards and let them know what to do if someone gets injured or there is an incident.